

POLICE RECORDS SUPERVISOR

NATURE OF WORK

This is responsible supervisory work coordinating the clerical operations on an assigned shift or verifying, correcting, and updating all data entered in the Criminal Justice Information System. This is a civilian position.

Work involves planning, assigning and supervising the work performed by subordinate clerical personnel; coordinating and analyzing work methods and flow to achieve maximum operating efficiency; participating in the preparation of an initial section budget request; interpreting administrative policies and procedures based upon explanation by superior. Work also involves interviewing applicants for employment and participating in hiring decisions; participating in the training and orientation of new employees; and evaluating the performance of subordinate clerical employees. Supervision is received from the Police Records Manager with work being reviewed in the form of reports, conferences and overall performance of assigned shift. Direct and/or functional supervision is exercised over subordinate clerical staff members.

EXAMPLES OF WORK PERFORMED

Supervises subordinate clerical employees including planning, assigning and reviewing work performed; and coordinates and analyzes work methods and flow to achieve maximum operating efficiency.

Participates in the preparation of the initial sectional budget request.

Interprets administrative decisions and policies based upon explanation by superior.

Interviews applicants for employment and participates in hiring decisions; participates in the training and orientation of new employees; and evaluates the performance of subordinate clerical employees.

Verifies, corrects and updates all information entered into the Criminal Justice Information System by the Police, Municipal Court, City Attorney, County Attorney, Sheriff, and Corrections Departments; notifies affected department of any C.J.I.S. data correction; and produces requested information from the data base.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and procedures of office management.

Knowledge of organizational and administrative policies and procedures.

Ability to maintain complex and confidential police records and prepare reports from such records.

Ability to plan, organize, supervise and assign the work of clerical subordinates.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to deal tactfully and courteously with the public.

Skill in operating a typewriter and computer terminal, as well as other common office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent, including or supplemented by course work in business education, business management, and typing; and considerable experience in office management and general clerical work, including experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent, plus experience in typing and general clerical work, including some experience in a responsible supervisory clerical capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

8/78

Revised: 3/84

Code Change: 8/95

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